

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM (AHCCCS) ADMINISTRATION

1. Subject of the substantive policy statement and the substantive policy statement number by which the document or policy statement is referenced:

The KidsCare Policy and Procedure Manual has been revised to reflect the premium changes and the deletion of any references to the Premium Sharing Program.

KidsCare transmittal #49

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 1, 2003

3. Summary of the contents of the substantive policy statement:

The KidsCare Policy and Procedure Manual has been revised to reflect:

- A Premium increase for income between 175% and 200% of the Federal Poverty Level (FPL),
- A child who is potentially Medicaid eligible will be exempt from Premiums, and
- Any references to the Premium Sharing Program have been removed.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision. Related to the increase in premiums for incomes between 175% and 200% of the FPL, a child who is potentially Medicaid eligible will be exempt from premiums, and the deletion of any references to the Premium Sharing Program.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Nancy Noto

Address: AHCCCS
Division of Member Services
801 E. Jefferson, MD 2300
Phoenix, AZ 85034

Telephone: (602) 417-4512

or

Name: Barb Ledder

Address: AHCCCS
Office of Legal Assistance
701 E. Jefferson, MD 6200
Phoenix, AZ 85034

Telephone: (602) 417-4580

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of the Manual may be obtained from the Division of Member Services and a fee may be assessed.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM (AHCCCS)
ADMINISTRATION

1. Subject of the substantive policy statement and the substantive policy statement number by which the document or policy statement is referenced:

The KidsCare Policy and Procedure Manual has been revised to reflect the change of the Chapter's name to the Customer's Rights Chapter. The Chapter will have two main sections. The first section is Confidentiality and the second section is Language Interpretation and Translation.

KidsCare Transmittal #50

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 1, 2003

3. Summary of the contents of the substantive policy statement:

The KidsCare Policy and Procedure Manual has been revised to reflect the Confidentiality and Language Interpretations and Translation sections. Two new subsections were added to the Language Interpretations and Translation section to explain the policy and procedures for obtaining language interpretation services for interviews and document translation services.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision. The Chapter has been reorganized to incorporate the Customer's Rights: Confidentiality and Language Interpretation and Translation services. Two new subsections have been added to the Language Interpretations and Translation section to explain the policy and procedures for obtaining language interpretation services for interviews and document translation services.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Nancy Noto

Address: AHCCCS
Division of Member Services
801 E. Jefferson, MD 2300
Phoenix, AZ 85034

Telephone: (602) 417-4512

or

Name: Barb Ledder

Address: AHCCCS
Office of Legal Assistance
701 E. Jefferson, MD 6200
Phoenix, AZ 85034

Telephone: (602) 417-4580

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of the Manual may be obtained from the Division of Member Services and a fee may be assessed.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM (AHCCCS)
ADMINISTRATION

1. Subject of the substantive policy statement and the substantive policy statement number by which the document or policy statement is referenced:

The KidsCare Policy and Procedure Manual has been revised with the most recent version of the Application for AHCCCS Health Insurance.

KidsCare Transmittal #52

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 1, 2003

3. Summary of the contents of the substantive policy statement:

The KidsCare Policy and Procedure Manual has been revised with the current version of the Application for AHCCCS Health Insurance. The Application for AHCCCS Health Insurance provides a simplified way for individuals and families to apply for AHCCCS Health Insurance.

The revisions include:

- Information about enrollment and how an AHCCCS health plan works, which is required by federal law;
- More questions to help project monthly income; and
- A question about monthly expenses that is to be used to trigger a request for clarification of how expenses are being met when the monthly expenses exceed the monthly income.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision. The current version of the Application for AHCCCS Health Insurance has been added.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Nancy Noto

Address: AHCCCS
Division of Member Services
801 E. Jefferson, MD 2300
Phoenix, AZ 85034

Telephone: (602) 417-4512

or

Name: Barb Ledder

Address: AHCCCS
Office of Legal Assistance
701 E. Jefferson, MD 6200
Phoenix, AZ 85034

Telephone: (602) 417-4580

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of the Manual may be obtained from the Division of Member Services and a fee may be assessed.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM (AHCCCS)
ADMINISTRATION

1. Subject of the substantive policy statement and the substantive policy statement number by which the document or policy statement is referenced:

The ALTCS Eligibility Policy and Procedure Manual has been revised to reflect the changes related to the disclosure of confidential information under the Health Insurance Portability and Accountability Act (HIPAA).

ALTCS transmittal #479

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

July 15, 2003

3. Summary of the contents of the substantive policy statement:

- To comply with HIPAA two forms were revised—DE-202 and DE-213; and two forms were added—DE-222 and DE-223.
- Revised the manual instructions for the DE-202 form.
- Added subsections to the Manual to discuss definitions of HIPAA terms, description of workplace practices to safeguard confidentiality, and a subsection to describe the circumstances when an authorization from a client is not required.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revision. Related to the Disclosure of Confidential Information.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Nancy Noto

Address: AHCCCS
Division of Member Services
801 E. Jefferson, MD 2300
Phoenix, AZ 85034

Telephone: (602) 417-4512

or

Name: Barb Ledder

Address: AHCCCS
Office of Legal Assistance
701 E. Jefferson, MD 6200
Phoenix, AZ 85034

Telephone: (602) 417-4580

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of the Manual may be obtained from the Division of Member Services and a fee may be assessed.